Atlanta Youth Academy

Student Handbook
Response Form
2026 - 2027

I have received an electronic copy of the Atlanta Youth Academy Student/Parent Handbook. I have reviewed this handbook and shared its contents with my child(ren). I understand my child(ren)'s rights and responsibilities as a student enrolled in Atlanta Youth Academy.

Parent/Guardian Signature: _____ Date: _____

I understand what is expected of me as a student enrolled at Atlanta Youth Academy.

_____ _____

Student Signature (3rd-8th Graders) Grade

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Atlanta Youth Academy

An Independent Christian PK-8th Grade College-Preparatory School

AYA Student Handbook

2026-2027 School Year

" For I know the plans I have for you, declares the Lord"
Jeremiah 29:11

Atlanta Youth Academy
2120 Forrest Park Rd.
Atlanta, Georgia 30315

Revised 7/28/25

Main Office: 404-370-1960
Afterschool: 404-924-2693
School Colors: Navy, Teal, Red/Orange
School Hours: 7:30 a.m. — 3:00 p.m.
After School: 2:30 p.m. — 5:45 p.m.

FACULTY AND STAFF

Peter Rooney	President
Edward L. Billingslea	Dean of the Academy
Amanda Relaford-Hollingsworth	Administrative Assistant
Charmaine Ivey	Chief Financial Officer
Diane Douglass	Chief Advancement Officer
Anne Torrey McCuean	Community Event Manager
Caroline LeGrand	Development Coordinator
Glenn D. Warren	Director of Development
Angela Simpson-Juhan	Academic Director
Kris Jones	Admissions Director
Teigan Robin	Pre-Kindergarten
Stephanie Banner	Kindergarten
Jaiden Shells	Kindergarten
Shandwanda Poole	1st Grade
Tanessa McGriff	2nd Grade
Myesha Reynolds	3rd Grade/Student Activities
Pepper Forman	4th Grade
Ravyn Turner	4th Grade
Stephon Fryer	5th Grade
Katherine Crawford	5th Grade
Dwayne Johnson	Middle School – Math
Craig Jordan	Middle School – History
Sue-Ann Reeves	Middle School – English Language Arts
Christy McCloud	Middle School – Science
Monica Jones	Learning Specialist
Karla Jelks	Art
Kwanza Fisher	Spanish
Raymond Jackson	Physical Education
Tracy Johnson	Afterschool Director/Librarian
Jonathan Burney	Coordinator of Campus Operations

Jaiden Palmer	Afterschool Coordinator
Parice Brooks	Afterschool Support Staff

FACULTY AND STAFF (Con't)

Imani Jones	Afterschool Support Staff
Emanuel Lumpkin	Afterschool Support Staff

Disclaimer

While every effort has been made to be clear in this document, the AYA Administration reserves the right to edit, amend and or interpret all materials included herein. The Administration's interpretation is the final decision on these matters.

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Mission Statement

The Atlanta Youth Academy exists to advance the Kingdom of God by offering an excellent Christ-centered education...

Our Values

- We provide students with a superior education by upholding the highest academic standards.
- We prepare students for the best academic and social futures in high school, college, and beyond.
- We urge students to live up to their Christ-given potential by nurturing Christian character traits.
- We encourage, in each student, a strong sense of purpose and conviction for serving others.
- We maintain intimate class sizes in order to provide the level of personal attention each student needs.
- We look to the Lord, Jesus Christ, as the Servant Teacher and we mentor students to pattern themselves after Him in all areas of life.
- Ultimately, we prepare well-rounded students poised to become the next generation of great leaders.

Vision Statement

The Vision of the Atlanta Youth Academy (AYA) is to equip our students with the academic tools, social skills, and high character traits necessary to afford them the opportunity of a post-high school education and a purposeful, productive and Spirit-filled life. Additionally, the vision is to create a learning environment that emulates the precepts and principles of Jesus Christ so that this school serves as salt and light to all who come in contact with its staff, students, and leadership.

School Philosophy

Atlanta Youth Academy (AYA) has one core mission—to provide quality Christian education for urban youth that empowers and prepares them for future educational and individual success. AYA prides itself on an educational philosophy that combines personal attention with vital curriculum—reading, writing, grammar, mathematics, social studies, science, Bible, art, physical education, and Spanish. This curriculum is taught by committed teachers who emphasize strong moral character. The learning environment of AYA seeks to best nurture and develop the students through limited class size, collaborative engagement and purposeful co- and extracurricular activities. Because of these values, AYA helps students reach their fullest potential, academically and spiritually.

Non-Discriminatory Policy

Atlanta Youth Academy does not discriminate on the basis of race, color, sex, national or ethnic origin, in administration of its educational, admission, or scholarship policies or athletic and other school administered programs.

History

Atlanta native, Larry Teem founded Atlanta Youth Academy in 1997. In the early 1990's, Larry founded and directed the Atlanta Youth Project, an urban sports and summer camp program dedicated to inner-city youth. After running these programs for several years, Larry realized that at-risk urban youth needed positive influences surrounding them for more extended time periods to break negative mindsets. Atlanta Youth Academy is the realization of Larry's vision of a demanding, Christ-centered preparatory school for urban youth.

Pledges & Prayer

We begin each morning in prayer and by reciting the following pledges. All students are expected to commit the pledges to memory.

Bible Pledge

I pledge allegiance to the Bible, God's Holy Word. I will allow it to be a lamp unto my feet and a light unto my pathway. I will hide its words in my heart that I might not sin against God.

Christian Flag

I pledge allegiance to the Christian Flag and to the Savior for whose kingdom it stands. One Lord crucified, risen and coming again, with life and liberty to all who believe.

American Flag

I pledge allegiance to the flag of the United States of America and to the republic for which it stands. One nation, under God, indivisible, with liberty and justice for all.

School Scripture

" For I know the plans I have for you, declares the Lord, plans to prosper you and not to harm you, plans to give you a hope and a future" **Jeremiah 29:11**

Lord's Prayer

Our Father, who art in heaven, hallowed be thy name; thy kingdom come; thy will be done; on earth as it is in heaven. Give us this day our daily bread. And forgive us our trespasses, as we forgive those who trespass against us. And lead us not into temptation; but deliver us from evil. For thine is the kingdom, the power and the glory, for ever and ever. Amen.

AYA School Song

Written & Composed by Charlotte Brown Dorsey, f*ormer AYA teacher, c. 2006*

May God forever bless this place.
This is our earnest plea
We pray HE keep us in HIS care
As we make history

We strive to learn and do our best
To make our loved ones proud
We're so glad that someone had a dream
We sing this song out loud

AYA,
Our mind, our hands, our heart
We will always pledge to thee

AYA,
You're always in our hearts
You've helped us fulfill a dream

And when we leave we'll take with us
All of the lessons we have learned

AYA how we love you
AYA how we adore you
AYA you are forever in our hearts (x3)

AYA Meal Prayer

Father, we thank you, for this food we are about to receive. Bless the hands that prepared it, bought it, worked for it, and most of all Lord, we thank you for providing it all. May it give strength and nourishment to your Body for the uplifting of your Kingdom. In Christ Jesus name. Amen.

AYA COLLEAGUES

Academic

Lower Elementary (PreK-2nd Grades)

Teigan Robin
Pre-Kindergarten
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Stephanie Banner
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Jaiden Shells
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Shandwanda Poole
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Tanessa McGriff
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Upper Elementary (3rd-5th Grades)

Myesha Reynolds
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Pepper Forman
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Ravyn Turner
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Stephon Fryer
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AYA COLLEAGUES (Con't)

Middle School (6th-8th Grades)

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Craig Logan
History
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Co-Curricular & Enrichment

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Raymond Jackson - Physical Education
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Kwanza Fisher - Spanish
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AYA COLLEAGUES (Con't)

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Coordinator of Campus Operations
jonathanb@atlantayouthacademy.com

Jaiden Palmer
Afterschool Coordinator
afterschool@atlantayouthacademy.com

Honor Code

The Honor Code is a standard of integrity for the student body of Atlanta Youth Academy. Violations of the Honor Code are lying, cheating (including plagiarism), and stealing in any form and to any degree. Any action, appearance, or statement which an individual knows to be untrue and given with the intention to deceive is considered lying. Using or attempting to use unauthorized assistance or advantage in academic work that is submitted as one's own individual efforts, or the giving of such assistance to others, is considered cheating. Taking or attempting to take property, whether physical or intellectual, without right or permission is considered stealing. As a frequent reminder, The Honor Code is posted in every classroom with each students' signature (thumbprint for Pre-K-2nd) representing their pledge taken at the beginning of the school year.

Student Responsibility for the Honor Code

Students are expected to uphold and support the Honor Code. If a student witnesses a violation of the Honor Code, the student has a duty, as difficult as it may be, to turn the matter over to his/her teacher. Although failure to report such a matter is not considered a violation of the Honor Code, each student must realize that the Honor Code will only succeed to the degree that students support it.

Student Policies

General Expectations

God has overwhelmingly blessed the Atlanta Youth Academy, and with such blessing comes a responsibility to use it for His glory. Therefore, **enrollment in Atlanta Youth Academy is a privilege, not a right**. Every student is expected to make a positive contribution to all areas of the school in which they are involved.

Lockers and Cubbies

Each student will be given either a locker or a cubby. Students are expected to respect the privacy and personal items of others. Cubbies/lockers are to be kept neat and any loose paper or unsightly mess may be thrown away. Lockers/Cubbies are property of AYA and are subject to search at any time. Students are prohibited from securing lockers with key or combination locks of any kind.

Nutrition Program and Clean-Up

Our Nutrition Program will provide breakfast and lunch options daily during the academic day and an afternoon snack for those staying for Afterschool Care. Breakfast begins at 7:15a.m. and lunch will be served based on the scheduled lunch period for each grade. Unless a special arrangement is made, lunch will be eaten in the Cathy Dining Hall, Roddy Chapel or in the Courtyard with the teacher's permission. As a sense of responsibility and pride, students will alternate cleaning behind themselves at the end of their meal times.

Food/Drinks on Campus

No outside food or drinks (with the exception of water) are allowed on campus. Students may not bring any candy, gum, chips, nor canned or glass-bottled drinks.

Birthday Celebrations

Please refrain from bringing balloons, pizza, food, candies and other snacks to school for birthday celebrations. Every student is recognized during their birthday in their classrooms. If you wish to bring something in for the entire class, we will ask that you bring cookies or cupcakes and drop them off at the front desk no later than 10:30AM. The treat will only be shared during the student's lunch time. Unfortunately, siblings, relatives or friends will not be allowed to participate.

Classroom and/or athletic team parties should be planned and coordinated in advance with final approval from the Dean of the Academy.

*****It is against school policy for food to be delivered to students during the school day through any delivery service (ex: pizza delivery, Uber Eats, GrubHub, Postmates, etc.)*****

Student Discipline

Atlanta Youth Academy seeks to be a community where grace and love abound—not a school of rules and regulations. The student policies are anchored to the premise that God has created every human being in His image. Therefore, we expect students to treat everyone—faculty, staff and students alike—with love and respect. However, in an attempt to more precisely define our expectations, we have attempted herein to list behaviors that indeed violate our expectations.

Discipline Policy

Classroom management is the responsibility of each teacher. Each teacher will determine a behavior management plan that upholds the expectations for students of the school. Teachers will communicate their expectations to students and share them with parents through Back to School Night Assembly, conferences, and regular home-school communication channels. The following are Pre-Kindergarten through Grade Eight general expectations. Parents are expected to sign shared disciplinary referral forms before the student is permitted to attend class. All disciplinary actions taken must be documented in the student file.

Disciplinary Level 1:

Behaviors:
- Dress code violation
- Excessive talking/disturbance
- Unprepared for class
- Chewing gum/candy/eating in class or the restroom
- Displaying poor attitude/temper
- Unauthorized use of technology
- Tardy to class during the school day
- Not following directions
- Throwing food or objects
- Sleeping in class
- Inappropriate lunchroom behavior
- Inappropriate hall behavior
- Out of seat without permission
- Disrespect toward teacher or peers (i.e. rolling eyes, talking back to adults, etc)
- Inappropriate language
- Other: Behavior that is, or can be, perceived as disrespectful to other students or AYA colleagues.

Disciplinary Action:
- Warning
- Loss of privilege (ex: recess, talking during lunch, etc.)
- Parent contact (via email or phone call)

Disciplinary Level 2:

Behaviors:
- Violation of the Honor Code (Lying, Cheating, etc.,)
- Excessive or Continuous Disrespect/Talking Back
- Electronic Device brought on campus
- Verbal or written cursing/vulgarity
- Defacing school property
- Removed from the classroom by the teacher
- Missing five homework assignments in a semester (Aug-Dec or Jan-May)
- Leaving the classroom, building, or playground without permission
- Willful disobedience of classroom authority
- Received three (3) or more level one infractions

Disciplinary Action:
- Disciplinary Referral Form sent home to parents and placed in student file
- Detention
- In-School Suspension

**If a student fails to attend detention at their assigned date and time, detention will be rescheduled one (1) time. If failure to attend reoccurs, the student will be given one day of out of school suspension.*

Disciplinary Level 3:

Behavior:

- Stealing (personal or school property)
- Bullying/harassment/physical intimidation of peers or faculty/staff
- Fighting/hitting/kicking/shoving/spitting or physical violence
- On-/Off-campus illegal/immoral activity
- Inappropriate displays of affection
- Destruction of school property
- Received 3 or more level two infractions

Disciplinary Action:

- Out-of-School Suspension (1-3 days depending on the infraction and the severity of the infraction)
- Discipline Referral Form sent home to parents, placed in student file.
- Meeting with student, parent, teacher, and/or leadership

Disciplinary Level 4:

Behavior:

- Earning three (3) Suspensions in one school year
- Possession of weapons
- Possession of illegal drugs
- Physical assault of staff or student
- Verbal or written threats of violence
- Possession or use of tobacco/alcohol/vape

Disciplinary Action:

- Expulsion
- Upon expulsion, all documentation of student behaviors will be transferred to the Student's Permanent File.

Attendance and Absences

School Hours

Breakfast begins at 7:15 a.m. Parents are asked **not** to drop children off earlier than 7:15 a.m. The academic day begins at 8:00 a.m., starting with prayer and pledges, and ends either at 2:30 or 3:00 p.m., depending on the student's grade level. Students are expected to be in their classrooms by 8:00 a.m.

Tardies

A student will be marked tardy if he or she arrives after 8:00 a.m. If a student is tardy, a parent/guardian **must** park in the designated parking area and come into Weston Hall to sign the student in at the front desk. **Students are not allowed to sign themselves in.**

Dismissal Times

- Pre-K - 5th grade: 2:30pm
- 6th - 8th grade: 3:00pm

The After School Program begins at 2:30 p.m. Any carpool student that has not been picked up from school within 15 minutes of dismissal will be escorted to After School Care and the parent will be responsible for payment. The family FACTS account will be charged $10 per occurrence per child. After three drop-in occurrences, parents will be required to enroll their student(s) in After School Care.

Planned Absences: Both Full and Partial Days

If a student has a pre-planned engagement and needs to miss a day of school, the following steps must occur:
1. Prior to the day missed, communication from the student's parent must be submitted to the classroom teacher stating the reason for absence from school.
2. The student is responsible for all missing assignments.

*** If the absence should be excused (doctor, dentist, bereavement, school related activity), proper documentation must be submitted. Students must make-up any missed assignments.*
*** Excused absences are not counted toward a child's total attendance/absence count.*
*** Students are considered absent if they arrive at school after 11am.*

Unforeseen Absences – Full Day

If an unforeseen circumstance arises causing a student to miss a day of school, (for example, illness), the following steps must occur:
1. The parent must contact the student's teacher by text, phone or email between 7:30 a.m. and 8:30 a.m. to let them know why the student is absent.
2. The parent must provide a doctor's note upon return to school. If either the teacher is not contacted, and a doctor's note is not received, this will be considered an unexcused absence and counted toward the child's attendance/absence count.
3. The student is responsible for all missing assignments.

Unforeseen Absences—Partial Day

If a student is ill, a phone call will be made for the student to be picked up prior to the end of dismissal. Arrangements must be made by the parents for the student to be picked up by someone on the approved pick-up list. A parent, or the approved person, must go to the front office and sign the student out of school. Work can be made up upon the student's return to school. Students with contagious diseases (chicken pox, measles, pink eye, lice) will be sent home immediately and may not return without a note from a doctor. This is considered an excused absence, and will NOT be counted toward the child's attendance/absence count.

***The student is responsible for all missing assignments.*

Regulation of Truancy

There is a direct link between attendance and achievement. At AYA, we believe that consistent attendance is vital to academic achievement and reaching our community goals. We are partnering with families to ensure that every student is given the opportunity to develop their God-given gifts and talents, and a chance to dream and achieve.

Absenteeism.

If a student is absent from school for 3 days during the course of the school year the parent(s) must meet with the Teacher and the Academic Director prior to the student being permitted to attend class.

If a student is absent from school for 5 days during the course of the school year the parent(s) must meet with the Academic Director and the Dean of the Academy prior to the student being permitted to attend class.

If a student is absent from school for 7 days during the course of the school year the parent must meet with the Teacher, the Academic Director, and the Dean of the Academy, prior to the student being permitted to attend class.

If a student is absent from school 10 days during the course of the school year a meeting will be convened with the school leadership and a decision will be made to determine next steps, which could include retention and/or expulsion. If absenteeism persists, we reserve the right to proceed with steps outlined in accordance with the Georgia Department of Education truancy policy.

Tardies.

If a student is tardy to school for 3 days during the course of the school year the parent(s) must meet with the Teacher and the Academic Director prior to the student being permitted to attend class.

If a student is tardy to school for 5 days during the course of the school year the parent(s) must meet with the Academic Director and the Dean of the Academy prior to the student being permitted to attend class.

If a student is tardy to school for 7 days during the course of the school year the parent must meet with the Teacher, the Academic Director, and the Dean of the Academy. Prior to the student being permitted to attend class.

If a student is tardy to school for 10 days during the course of the school year a meeting will be convened with the school leadership and a decision will be made to determine next steps, which could include 1-3 day suspension or retention. If tardiness persists, we reserve the right to

proceed with steps outlined in accordance with the Georgia Department of Education truancy policy.

Dress Code

Atlanta Youth Academy has a uniform requirement for all students during school hours. Only the prescribed uniform components may be worn to school unless it is a designated Dress Down Day or Formal Dress /Chapel Day. Dress code violations are a level 1 infraction according to our discipline policy. Parents will be called to bring proper attire if a student fails to comply with the AYA dress code policy. The student will not be permitted to attend classes during this time.

Regular School Dress Uniform

- Polo type shirt in white, light blue, or navy in color only with the Atlanta Youth Academy logo. Red polo also allowed for Middle School. (These are ordered through the business office only). Polo shirts must be tucked in at all times.
- Khaki pants, knee-length shorts, or knee-length skirts for Middle School
- Navy blue pants, knee length shorts, or knee-length skirts for Elementary School
- Only plain white or black undershirts (**with no writing or logos**) may be worn under boy's and girl's shirts.
- Brown, black or navy belts must be worn with all pants or shorts that have belt loops.
- Students are required to wear athletic shoes or their black or brown dress shoes on non-Chapel days. Athletic shoes must:
    - ★ Have one or two primary colors. Multi-colored (3 or more distinct colors) shoes are considered an infraction.
    - ★ Have single-color laces and remain tied during the school day, including co/extra-curricular activities and events
    - ★ Not reflect light, make sounds or expose any part of the student's feet.
    - ★ Boots are not allowed (this includes rain boots, ankle boots, booties, and Uggs)
- Socks (and/or tights for girls) must be worn at all times and must be solid black, white, or navy. Patterns, characters, prints, stripes, or logos are unacceptable.
- No hats of any style are to be worn in the building.
- Only solid (logo-free, other than AYA) navy, white, black or gray sweaters may be worn during school hours.
- During the cooler months a long sleeve shirt that is white, black, gray, or navy may be worn underneath a uniform polo. Long-sleeve polo shirts can be ordered through the business office.
- Hoodies, windbreakers, and pullovers must be logo-free or have an AYA logo, and must be solid blue, black, white, or gray.
- Heavy winter outerwear may not be worn in the school buildings, and must be stored in cubbies or lockers.
- AYA T-shirts are only to be worn on designated days.

Accessories

- Boys are not to wear any type of earring or have any other body piercing.

- Boys are not to wear any chain or other dangling necklaces.
- Cologne/Perfume should be worn in moderation.
- Girls may wear earrings less than the size of a quarter and limited to one earring per ear-lobe. No other body (tongue, lips, nose, etc.) piercings should be displayed.
- Jewelry should be chosen with discretion and not be distracting to others. One necklace is allowed for girls but should not fall below the second button on the polo shirt.
- Girls may wear bows in their hair if it matches their school uniform.
- Make-up is not permitted during the school day.

Grooming

- Boys are to keep their hair neat and in good taste. No patterns or designs are permitted.
- Boys should not wear facial hair of any kind.
- Girls are to keep their hair neat and in good taste.
- Hair styles should not be distracting to the individual or those around.
- All students must have appropriate hair color that falls within the natural color wheel (no purple, pink, red, blue, green, etc.)

Formal Dress/Chapel Days

Once a week (Friday Chapel) and on other occasions throughout the school year, students are required to dress in formal attire.

- Boys will be required to wear khaki pants (Middle School) and navy pants (Elementary School), with a belt and a solid white dress shirt (no polos) with a solid navy-blue tie.
- Solid black or brown dress shoes for boys.
- Girls will be required to wear a khaki skirt (Middle School) and navy skirt or jumper (Elementary School) with a solid white button-down blouse (no polo shirts) with a navy cross bow tie. Skirts and jumpers must be knee-length. Navy blue or white tights or knee socks are required.
- Girls must wear black, brown or navy dress shoes with a heel no more than 1 ½ inches high.
- Navy blue blazers must be worn by all third through eighth graders. The blazer must have an AYA patch attached on the left side over the heart. The school will provide one free patch per student. Students must keep their blazer on throughout the morning until after lunch on Formal Dress/Chapel Days.

Dress Down Days

Throughout the school year, we will designate special days for which students may “dress as you like” or dress down—within limits— instead of wearing the AYA uniform. During dress down days, an AYA shirt/T-shirt will always be required unless otherwise stated. During “dress as you like” days students will NOT be allowed to wear:

Girls:

- Short skirts/shorts/cutoffs
- Crop tops or skin revealing attire
- Heels higher than 1 ½ inches
- Jeans must be clean and without holes or rips
- Clothing with symbols or messages inconsistent with the mission of the school will not be allowed.
- Any logo or statement T-shirt/ item must be AYA related. Politically motivated messaging is inappropriate for school attire.

Boys:

- Cutoffs
- Clothing with symbols or messages inconsistent with the mission of the school will not be allowed.
- Jeans must be clean and without holes or rips.

*Students who wear inappropriate clothing will receive a level 1 infraction and will need to call their parents and have their parents bring proper attire to school.
**Appropriateness of overall appearance will be left to the discretion of the administration.

Miscellaneous Prohibitions

Electronic Devices

Electronic items such as cell phones, video games, tablets, smart watches, etc. must not be brought to school. *Please note that if any such item is brought to school and gets lost/stolen, it is not the responsibility of the school*. These items are an unnecessary distraction to the academic and social atmosphere of the school. Inappropriate possession of such items will result in confiscation. Items will be turned over to parents only, and the student will receive the appropriate consequence in line with our behavior policy.

Lending or Borrowing Money

Because of the frequency of problems that develop from lending or borrowing money, students are strongly discouraged from bringing money to school. Students are also encouraged not to ask for money or give money to fellow students. Faculty members are not allowed to give, lend or accept money from students. AYA is not responsible for currency brought on campus.

Occult Involvement

Students should not be involved in any practices of the occult. Playing with Ouija boards, tarot cards, magic cards, or astrology and other devices of the occult is dangerous and contrary to biblical teaching.

Alcohol, Illegal Drugs, Tobacco or Vaping

Students are not permitted to use, purchase, contribute to the purchase of, transport, conceal, sell, distribute, display for sale, provide to another, provide a place for the use or concealment of, or possess alcohol, illegal drugs, tobacco or vapes. This regulation applies to the entire time that a student is enrolled as an AYA student—whether on or off campus, whether during school hours or not, whether at an AYA sponsored event or not, whether during the school year or summer.

Weapons

Students may not bring weapons of any sort on campus at any time. Smaller items such as pocket knives (even small pocket knives on key chains) will be confiscated. Any larger knives, guns, or other dangerous weapons will be confiscated and the student will likely face expulsion from AYA.

Student Relationships

AYA encourages healthy friendships among all students. However, public displays of affection are considered inappropriate and are not acceptable or tolerated on campus. As with all behavioral decisions, it is best to keep one's actions above suspicion. Students are expected to maintain mature, respectful relationships that honors God, themselves, each other, and the school community.

Sexual Harassment

Sexual harassment of students by other students or by employees of AYA is contrary to biblical teaching, violates federal law, and will not be tolerated at AYA. Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile or offensive educational environment.

Any student who becomes a victim of sexual harassment should immediately report the incident to an administrator and their parents or guardian. All such reports will be investigated immediately by school authorities. Criminal charges will be handled by civil authorities. Anyone found to have violated this policy will be subject to disciplinary action up to and including expulsion for students or termination for employees. All such reports will be handled discreetly to maintain confidentiality in order to protect the student making the report. However, it should be understood that the school is required by law to report any incidents of child abuse to the appropriate state agencies.

If a student has concerns about the nature of any conduct or physical contact by an adult employee of AYA, by a fellow student, or by a member of the public, the student must report this conduct to a teacher or an administrator as well as discuss the concern with his or her parents or guardian.

Student Pregnancy

God has clearly communicated His standard of reserving sex for the institution of marriage. If the school becomes aware of a pregnancy, the AYA students involved—male and/or female—will be suspended for a period of time to allow for an investigation of the facts and the appropriate response of the school. The continued attendance of expectant parents will be considered on an individual basis. Each decision will be made on the basis of Christian concern for the welfare of each student and family involved and for the welfare of the student body. Approval to continue attending AYA will include the following stipulations:

1. The school may require the student to receive counseling from a school-approved counselor in order to continue attending AYA.
2. The student must continue living with his or her parents or legal guardian or in a home approved by the parents or guardian.
3. The student and his or her parents must fully cooperate with the school's attempts to determine the facts of the situation and to fulfill these conditions.

Lost and Found

A lost and found area will be maintained in the TEEM Gym. Students should check for missing items regularly. AYA strives to model good stewardship by taking the remaining lost and found items after a period of time and donating them to local charities regularly. Parents are strongly encouraged to label their students garments and items with name and grade so that items can be recovered more readily.

Computers

Some classrooms contain several computers for student use. In addition, we have a laptop cart for students to access under the supervision of a teacher. Before using these computers, students must sign an "Acceptable Use Agreement" which will be provided by your classroom teacher. Violating the "Acceptable Use Agreement" may result in a student not being allowed to access the computers as well as further disciplinary action.

Social Networking Policy

Web activities such as Facebook, Twitter, Instagram, SnapChat, Musically, TikTok, blogs, etc., are an integral part of everyday life for millions of people around the world. Atlanta Youth Academy believes in fostering a thriving online community and we recognize and respect the rights of our students. Atlanta Youth Academy takes no position on your decision to start or maintain a blog, posting, public website or participation in any other social networking activities. However, it is the right and duty of the school to protect itself from unauthorized disclosure of information.

Atlanta Youth Academy's social networking policy includes rules and guidelines for company-authorized social networking and personal social networking which includes any mention of Atlanta Youth Academy, Atlanta Youth Academy employees or Atlanta Youth Academy business matters.

Remember Nothing is Private

Students are cautioned that they should have no expectation of privacy while using the Internet. Their postings can be reviewed by anyone, including Atlanta Youth Academy. Students are cautioned that they should have no expectation of privacy while using company equipment or facilities for any purpose, including authorized blogging.

Atlanta Youth Academy reserves the right to use content management tools to monitor, review or block content on company blogs that violate company blogging rules and guidelines.

Discipline for Violations of Social Networking Policy

Atlanta Youth Academy investigates and responds to *all* reports of violations of the social networking policy and other related policies. Violation of the school's social networking policy will result in disciplinary action. The disciplinary action will be determined based on the nature and factors of any blog or social networking post.

Buildings and Grounds

God has blessed AYA with its facilities and grounds. We are all stewards of that blessing and need to care for the building and grounds with that in mind. Vandalism (defacing or destructing) of school property is considered a severe offense and will be handled by the Dean of the Academy. Litter, or lack thereof, directly reflects the pride students take in their school. **Students should go beyond simply not littering and should take responsibility for picking up any trash they notice lying around their campus.**

Student Speech

Students should keep their speech positive and edifying and avoid the use of foul language. Foul language goes beyond swearing and includes sexually explicit, sexually suggestive, abusive, cruel, or otherwise improper speech. Any harassing comments relating to a person's race, religion, age, or ethnic background does not demonstrate love or respect for the individual and will not be tolerated. Making fun of and cutting down other students as well as spreading gossip are examples of improper speech. Severe cases may be dealt with by the Dean of the Academy.

Gambling

Gambling of any sort is not permitted and will be dealt with by the Dean of the Academy.

Academic Policies

Admissions and Enrollment

PRE-KINDERGARTEN (Must be 4 years of age by September 1)

1. Recommendation from pre-school if applicable;
2. Successful personal and family interview;
3. Acceptance by the Admissions Committee.
4. Completion of all required Academic and Business Office forms.

KINDERGARTEN (Must be 5 years of age by September 1)

1. Satisfactory completion of an accepted Pre-Kindergarten program;
2. Recommendation from Pre-Kindergarten teacher;
3. Successful personal and family interview;
4. Acceptance by the Admissions Committee.
5. Completion of all required Academic and Business Office forms.

GRADES 1-8

1. Satisfactory completion of the Atlanta Youth Academy academic entrance requirements;
2. Recommendation from the previous elementary school principal or designee, and/ Reading and Math teachers, as well as attendance and behavior report
3. Satisfactory grades and achievements scores from the previous school;
4. Successful personal and family interview;
5. Acceptance by the Admissions Committee.
6. Completion of all required Academic and Business Office forms.

For Promotion and Graduation

1. Acceptable conduct throughout the year;
2. Passing grades in all subject areas;
3. Acceptable attendance record

Grading Scale

Grades are considered a reflection of student achievement, but may at times differ from the student's actual ability or potential. Grades are related to points or percentiles achieved on tests, quizzes, reports, homework, and other assignments. The Atlanta Youth Academy grading system can be found below:

GRADING SCALE 3rd-8th Grade

A+	A	A-	B+	B	B-	C+	C	C-	D	F
100-97	96-93	92-90	89-87	86-83	82-80	79-77	76-73	72-70	69-67	66-0

GRADING SCALE Pre-K - 2nd Grade

Excellent	Good	Satisfactory	Needs Improvement	Unsatisfactory
100-90	89-80	79-70	69-67	66-0

GRADING SCALE –EXPLANATIONS

A (4.0) 90-100 – indicates mastery of the subject material
B (3.0) 80-89 – indicates competence in the subject material
C (2.0) 70-79 – indicates meets minimum requirements
D (1.0) 67-69– indicates meets minimum requirements & needs improvement
F (0.0) 66-0 – does not meet minimum requirements

Report Cards and Transcripts

AYA will not release a student's report card or transcript outside of the normal academic cycle. Parents or guardians may obtain a copy of their child's report card or transcript by submitting a written request to the Dean of the Academy or the Business Office. Parents are required to meet face-to-face with teachers after the first and third quarterly grading period. Failure to do so may result in your student not being allowed to return to class until a meeting is conducted.

Learning Support

Learning support will be offered for students who are in academic difficulty in the areas of reading and language arts, as well as mathematics. Students may be required to participate in learning support sessions held during the school year. Required attendance is determined by the classroom teacher, Learning Specialist, and Academic Director. This will be indicated through a letter home to parents and a parent meeting to create an individual student plan.

Valedictorian and Salutatorian

Graduating 8th-grade students can receive the highest academic award at Atlanta Youth Academy. It is a privilege for qualified individuals to have the opportunity to attain the highest academic accolade at AYA.

The valedictorian and salutatorian selection process is based on an impartial rating scale, integrating input from the Middle School faculty, Academic Director, and Dean of the Academy. Candidates will be determined by their exemplary academic performance and character during the Middle School years. Distinction in leadership, service, discipline, social interaction, extra-curricular activities, responsibility, attendance, and citizenship will be fundamental in considering students' eligibility.

Dean's List and Honor Roll

The Dean's List each semester will consist of students (3rd-8th) with a report card containing all A's (4.0) for that grading period. Honor Roll will consist of students with a report card reflecting a GPA of 3.0 or better for that grading period. Honorable Mention will consist of those students who, at their teacher's discretion, have improved or demonstrated exceptional work ethics during the grading period but failed to meet the requirements for either Dean's List or Honor Roll.

Homework

Classroom instruction alone is not sufficient for solid learning. Atlanta Youth Academy, therefore, feels that homework is essential to the education process. Types of homework may include written assignments, practice, review, projects, reading, outlining, summarizing, and study. Please note that homework is not necessarily written work and may include work such as time spent reading and studying, or using IXL assignments. Students should have a varying amount of homework per night, increasing with age.

If a student misses any classes for any reason, he/she is responsible for getting all missing assignments from the teacher(s).

The role of a parent in homework is that of encouragement and support. Students should be allowed to do their assignments with minimum assistance unless otherwise noted by the teacher.

Tutorial

Tutoring is available to all Atlanta Youth Academy students. Teachers can be available before or after school and will have at least two (2) designated tutorial days per week. Homework-helpers are also available to students during after-school care. If students require more intensive tutoring, parents may contact the teachers or Academic Director for referrals.

Promotion and Retention Policy

Atlanta Youth Academy attempts to identify students who are at risk of academic failure and offer those students appropriate interventions during the school year. The interventions may include, but are not limited to:

- Tutorial assistance
- Extended learning time
- Modifications in curriculum and/or instruction
- Special classes

However, despite interventions, some students may not successfully meet standards for promotion to the next grade.

Atlanta Youth Academy states that “no student shall be promoted to the next grade level based upon age or any other social reasons unrelated to academic performance.” A student who is retained at the end of the school year may be given the option of attending an approved summer school/tutorial program. Should the students complete the stated requirements, he/she may be promoted to the next grade level in the fall. Students who do not achieve the required summer academic growth will be retained.

To be promoted, students must meet standards regarding grades and attendance. Specific criteria have been established which is used to determine when a student is retained.

STANDARD #1: To be promoted, the student must achieve satisfactory report card grades.

The student will be retained if he/she:
Grades K, 1, 2, 3
Receives unsatisfactory (failing) grades in more than one of the following three core subject areas: guided reading, writing, mathematics, science, and/or social studies for two or more nine-week grading periods, if at least one of those grading periods is during the second semester.

Grade 4
Receives unsatisfactory (failing) grades in more than two of the following five core subject areas: guided reading, writing, mathematics, science, and/or social studies for two or more nine-week grading periods, if at least one of those grading periods is during the second semester.

Grades 5 through 8
Has a cumulative (for the year) grade point average below 1.0 for all subjects and/or fails more than two of the five core subjects.

A student fails a core subject when he/she receives a failing grade (F) for two or more nine-week grading periods if at least one of those grading periods is during the second semester.
The five core subjects include reading, language arts, mathematics, science, and social studies. All subjects include the core subjects plus enrichment classes, physical education, Art, and Spanish (6th, 7th, and 8th only)

STANDARD #2: To be promoted, the student must attend school regularly while otherwise being in good academic standing.

For the following groupings, the student may be retained if he/she:
Grades 1, 2, and 3

Is absent more than 9 days during the period of time for which he/she has been enrolled in Atlanta Youth Academy and receives unsatisfactory (failing) report card grades in at least one of the core subject areas as listed in Standard #1.

Grade 4
Is absent more than 9 days during the period of time for which he/she has been enrolled in Atlanta Youth Academy and receives unsatisfactory (failing) report card grades in more than one of the five core subject areas as listed in Standard #1.

Grades 5 through 8
Is absent more than 9 days during the period of time for which he/she has been enrolled in Atlanta Youth Academy, has a cumulative (for the year) grade point average of below 1.0 for all subjects and/or fails more than one of the five core subjects as listed in Standard #1.

The promotion standards and retention criteria apply to all students. However, in every case, the Dean of the Academy shall make the final determination regarding the promotion or retention of students in accordance with Atlanta Youth Academy policies.

Atlanta Youth Academy intends to provide parents with timely information regarding the possible retention of their child. The following are the steps in the retention process:

- During the entire school year, students at risk of failure are identified through such means as teacher referral, report card grades, special reports, and attendance. Parents will be notified of the difficulties their child is experiencing through conferences, phone conversations, and/or written notices (such as report cards, special reports, etc.) Appropriate interventions will be implemented to assist and support these students.

- Regular parent/teacher conferences are scheduled for the fall and winter. Additionally, parents or teachers may request a conference at any time to discuss student progress.

- The Dean of the Academy and the Academic Director will maintain a list of students to be considered for possible retention. This list will be updated after each grading period and notification will be sent to parents at the end of the first, second, and third quarters regarding possible retention. However, since school attendance and fourth quarter report card grades are used as criteria in determining retention, all parents may not receive written notification after each grading period.

- A letter indicating retention of the student will be sent to parents at the end of the fourth grading period. Included in the letter will be information regarding the summer school

option if applicable. Promotion or retention will also be indicated on the student's report card.

- Parents of students who attended summer school will be notified by the Dean of the Academy as to whether or not their child has completed the summer program and if he/she will be promoted to the next grade in the fall.

The Academic Review Committee, under the leadership of the Dean of the Academy, reserves the right to not invite a student back to repeat a grade at Atlanta Youth Academy.

Academic Probation

Any student whose grades are unsatisfactory or whose grades indicate that he/she is not working according to his/her ability, or who has two or more "Ds" or one "F" in core or enrichment subjects will be required to meet with the Academic Review Committee and will be placed on academic probation for the following quarter.
The requisites and guidelines of Academic Probation are as follows:

1. Must not have any F's for the next grading period.
2. At the end of the next grading period, AYA's Academic Review Committee will review the grades and status of every student on probation.
3. Must make a C average or a GPA of 2.0 or higher to be removed from Academic Probation
4. Must be present in every tutorial unless excused by teacher or designee.
5. If the student is still on probation after 2nd semester, he/she will be retained for the next school year

The period of probation will last until the next grading period. Students on academic probation will not be allowed to participate in extra-curricular activities such as sports teams and clubs affiliated with Atlanta Youth Academy. The purpose of the probation period is to assist and encourage the student to improve his/her academic performance. During the period of probation, the student's academic performance will be monitored closely.

Academic Dismissal

If a student who is on academic probation does not show adequate improvement by bringing his or her grades up to a passing level by the end of the probationary period, he or she may not be invited to continue at Atlanta Youth Academy for the following semester or the upcoming year.

Exam Exemptions

Eighth graders may be exempt from their spring semester final exams in any classes for which they meet the following conditions: their previous semester final grade must be an A and their average for the final semester going into the exam must be an A.

National Junior Beta Club

The AYA chapter of the National Junior Beta Club was established in 2004 to recognize students who exemplify high standards of scholarship, leadership, character, and service while at AYA. The National Beta Club promotes character, develops leadership skills, encourages service involvement, recognizes achievement, and provides technological advantages to students in grades 4-8. Membership is a privilege and not a right. The qualifications for membership on the part of the student shall be: (a) worthy, moral, and ethical character, (b) academic aptitude (c) credible achievement, and (d) commendable attitude. The standards and means for appraising these qualities shall be determined by the administration of AYA. All students must have a grade point average of at least 3.0.

Parent-Teacher Communication

The teacher is the primary contact between the parent and the school. Please contact your teacher for any concerns that you have about your child. Parents are urged to contact the teacher directly if their child is having difficulty in a course. Parents should also have regular discussions with their child's teacher to hear the teacher's perspective on how their child is doing and to make the teacher aware of any parent concerns. Good communication will help ensure that your child's needs are best served by the community. Parents are required to meet face-to-face with teachers after the first and third quarterly grading periods. Failure to do so may result in your student not being allowed to return to class until a meeting is conducted.

Beck Library

The AYA Library is open during the academic day and contains a variety of books, periodicals, magazines, and newspapers that students may use. Generally, only non-reference books may be checked out of the library. Each classroom has a designated library time scheduled weekly.

Physical Education

Excuse from Participation

As a section of our regular PE instruction, students will be required to participate in swim (water safety) classes by the time they graduate from AYA. We will give consideration to omit a student from participating in a PE class, if the student has a note signed by a parent or a doctor stating the reason the student may not participate. This does not allow full exemption from PE or swim.

Athletics and Extra-Curricular Activity Academic Eligibility Policy

The purpose of this policy is to facilitate academic improvement for students who participate in athletics and extracurricular activities. This policy is specifically aimed at those students who are failing a course, but it is also intended as an inducement to increase academic achievement for all students participating in extracurricular activities.

Every three weeks, a student's academic progress is communicated to the Dean of the Academy and the Academic Director. Students failing any courses will be placed on the Academic Restriction List and be subject to the Extracurricular Activity Academic Eligibility Policy, "Grades to Play."

Students on the Academic Restriction List who are <u>failing one course:</u>
The student must meet with the teacher of the course they are failing to develop a plan for academic improvement. The plan is recorded on the Academic Improvement Plan Form and copies are kept by the student and teacher. When the plan has been completed and signed off by the teacher, it must be turned in to the Academic Director who may then clear the student for participation.

The student may continue to participate in practices and games for a 10-school-day probationary period. If he/she successfully upholds the terms and conditions outlined in the plan, the teacher may sign the form confirming that the student has improved in the course. The teacher may choose to sign the form anytime within ten days based on the individual student's circumstances. If the student fails to meet the terms and conditions of the plan and attain the teacher's signature within the probationary period, he/she will be ineligible to participate in extracurricular activities and athletics. The student will regain eligibility at the time he/she completes the agreed plan for all the courses they are failing.

Students on the Academic Restriction List who are <u>failing two or more courses:</u>
The student must meet with each teacher of the courses they are failing to develop a plan for academic improvement. The plan is recorded on the Academic Improvement Plan Form and copies are kept by the student and teacher. When the plan has been completed and signed off by the teacher, it must be turned in to the Academic Director who may then clear the student for participation.

These students are immediately ineligible to participate in practices or games until they reduce the number of courses they are failing to one or none. At this time the student will follow the guidelines for students failing two or more courses.

Exceptions to the Policy
Students who are identified as ineligible to participate in extracurricular activities, shall not be prevented from participating in tryouts or auditions for sports teams, step teams, cheer teams, and other extracurricular activities. This exception will enable students to join an extracurricular activity if they become eligible at a later date.

Student conduct is subject to these regulations.

Athlete Behavior

Any student who has broken the Honor Code or Discipline Policy will be held accountable according to that Disciplinary Level. Any student who is serving in detention or is suspended from school will not participate in any sporting or extra-curricular activity for the duration of the suspension.

If a student is absent, including arriving after 11:00 a.m., they will not be allowed to participate in any organized sports on the day of his/her absence.

School Activities

Field Trips

As part of the required curriculum, AYA classes will take class field trips throughout the year. The purpose of field trips is to enhance the curriculum by taking students to places where their appreciation of history, science, or other subjects of significance can grow. Students will not be taken off campus without written permission from a parent/guardian.

Parent Relations

Change of Address

To facilitate communication between parents and the school, please notify the school as soon as possible of any changes in your address, phone number, or e-mail. Parents are encouraged to maintain accurate and complete contact information (email and phone numbers) in the FACTS Family portal to ensure timely and direct communication from AYA.

Parents Prayer Group

The school hopes that fathers, mothers, as well as other family members will come together regularly to pray for the school. The school will gladly make space available for such meetings.

Community Service

AYA sees community service as a relational opportunity and thus encourages projects outside the AYA community where personal contact is involved. Each class is required to be part of one community service opportunity each year. Families are encouraged to actively serve their community regularly.

Volunteer Engagement

The parents/guardians of children who attend Atlanta Youth Academy commit to partnering with all AYA colleagues to accomplish our mission and help our students reach their greatest potential. Parents are strongly encouraged to participate/volunteer in our Parent Teacher Organization (PTO) which looks to serve our students and strengthen our partnership.

Student Health

Personal Counseling

Atlanta Youth Academy works one-on-one and in small groups with students and families who are facing challenges. These challenges may range from matters of decision-making or adjusting to a new school, to issues involving family relationships, stress, and grief. Atlanta Youth Academy also facilitates larger group meetings that seek to offer strategies and support for students and families. The level of counseling that Atlanta Youth Academy is able to provide is limited. Parents of students dealing with problems beyond the scope of Atlanta Youth Academy's counseling capabilities will be recommended to seek outside support.

Immunization and Health Records

All students are required to have a completed and up-to-date Georgia Certificate of Immunization, a doctor's physical, and an emergency contact form on file with the school ***prior*** to the first day of school. By Georgia law, these forms must be updated each year; if these forms are not on file by the start of school, students will not be allowed to begin classes.

Medication

The school cannot distribute any medication—even aspirin—to a student without the authorization of the student's parents or guardian. The school will administer any basic first aid for students according to its blood-borne pathogen policy. The school will distribute or administer medication under the following conditions:

Distribution of Medication: Non-Prescription

To distribute non-prescription medication such as aspirin or ibuprofen, the school must have written permission on file from the student's parents or guardian. Parents may sign an authorization form which will be placed in the student's file and be in effect throughout the school year.

Distribution of Medication: Prescription

To distribute prescription medication, the school must have written authorization from the parents or guardian and detailed, written directions from the student's doctor explaining how to administer the drug, dosage levels, and frequency. Without each of these items, the school cannot distribute prescription medication.

Medical and Emergency Procedures

Blood Borne Pathogens

Students should be aware of the danger of pathogens in blood and make every effort to avoid contact with another person's blood. Students must immediately report any incident of blood or other potentially infectious materials to a faculty member.

First Aid

All injuries should immediately be reported to the front office, a faculty member, or an administrator. Depending on the severity of the injury, a determination will be made to call the parent, family physician, and/or 911. Students should be aware of the blood-borne pathogen policy at all times in the administration of first aid. If a person is bleeding, allow the person to wash the wound himself unless the wound threatens life or limb. If someone is severely injured, students should try to keep the person calm and get help as soon as possible by finding a teacher or administrator.

HIV Policy

AYA is aware of the importance and immediacy of the public health crisis regarding the Human Immunodeficiency Virus (HIV) which can lead to Acquired Immune Deficiency Syndrome (AIDS). The school considers the AIDS virus a serious infectious disease and will act following federal, state, and local laws regarding this subject matter. The Americans with Disabilities Act prohibits discrimination based upon a disability, which the Supreme Court recently interpreted to include HIV.

AYA will not exclude students from school based on their being HIV-infected, and the school will not require the screening of students for the presence of HIV antibodies. If the health of an HIV-infected person deteriorates, any decision regarding his/her attendance or educational program will be based on competent medical advice and will balance the rights of the infected student with the legitimate interest of the school in protecting the health and safety of the remaining students and employees, and other appropriate factors. The school will make every effort to ensure the privacy of each HIV-infected person, keep records confidential, and keep the number of persons aware of the condition to a minimum. AYA recognizes that students suffering from HIV should be dealt with fairly and equitably. The school also expects that any student who is HIV-infected shall act responsibly in dealings with students, school employees, and the general public.

COVID Policy

Our top priority is, and always will be, the physical and mental well-being of our community with a strong desire to achieve a high level of normalcy. We take many of our cues from the Centers for Disease Control and Prevention, Georgia Department of Public Health, and actions taken by other county and independent schools. We pray for wisdom in the decisions we must make that impact AYA families, staff, and the community at large. We will continue to monitor the recommendations and actions taken and will go above and beyond in our actions to keep our community safe. Please visit our website or your FACTS Family portal for our most recent COVID protocols.

Student Medical Emergencies

If a student becomes seriously ill or is seriously injured while under AYA's supervision, the school will first attempt to contact the student's parents. If the parents cannot be reached, the school will attempt to contact the student's physician and follow his or her instructions. If, in the opinion of the physician, the student needs medical or surgical services that require consent before being supplied, and the parents cannot be reached, an AYA administrator is authorized, appointed, and empowered to furnish on the parent's behalf such written or oral authorization as may be required for treatment.

Fire/Tornado/Intruder Drills

Fire, tornado, and intruder drills will be conducted periodically throughout the year. Students should remain calm and orderly and follow directions from faculty members.

Severe Weather Closings

In the event of inclement weather, parents will be notified by e-mail of school closings or delays. Provided we have internet service, we will update our website (atlantayouthacademy.com) no later than 6:00 a.m. before the start of school. Parents and students can also tune in to local television channels such as WXIA Channel 11 and WSB Channel 2.

Emergency Contact Numbers

In the event of an emergency during the office hours of 8:00 a.m. and 6:00 p.m., contact the school office by calling 404-370-1960 or Afterschool Care at 404-924-2693. For after-school hours, contact one of the following administrators according to the nature of the emergency: President Peter Rooney (404-966-0177) and Curtis T. Brown (404-405-7779) Dean of the Academy, or Administrative Assistant. Refer to the directory for contact numbers.

Parent Grievance Procedures

The AYA faculty is made up of teachers and administrators who are committed to Christ, committed to education, and committed to your child. Since neither faculty, parents, nor students are perfect, problems, conflicts, and communication misunderstandings are bound to arise. We would like for our community to be committed to Biblically resolving these problems and conflicts. Following are the steps that a parent should follow:

1. If the problem is between a student and a teacher or administrator, parents can encourage their child, particularly if they are of junior high age, to "advocate for himself or herself" by sitting down with the teacher and trying to resolve the problem. If that does not resolve the problem, then
2. The parent should make an appointment and sit down with the teacher. If that does not resolve the problem, then
3. The parent should request in writing an appointment and sit down with the Dean. If that does not resolve the problem, then
4. The parent may request in writing an appointment and sit down with the President.

Note: A well-run school that operates in the best interests of the students is managed based on authority, and the President is the managing authority of the school. At the same time, if a

decision or action by the President goes against a stated policy of the school, then the parent may request in writing to the President a meeting with a representative of the Board of Directors. A board representative will respond in writing to such a request in a timely manner.

Scriptural Mandates Regarding Grievances

Matthew 18:15-17

"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector."

James 1:26

"If anyone considers himself religious and yet does not keep a tight rein on his tongue; he deceives himself and his religion is worthless."

James 3:5

"Consider what a great forest is set on fire by a small spark. The tongue is also a fire, a world of evil among the parts of the body."

MASCOT: THE WARRIOR

Therefore, take up the whole armor of God, that you may be able to withstand in the evil day, and having done all, to stand firm. Stand therefore, having girded your waist with truth, having put on the breastplate of righteousness, and having shod your feet with the preparation of the gospel of peace. Above all, take the shield of faith, with which you will be able to quench all the fiery darts of the wicked one; and take the helmet of salvation, and the sword of the Spirit, which is the word of God.

-Ephesians 6:13-17